



## **Virtual Board of Directors Meeting**

**Wednesday, December 6, 2023, at 10:00 a.m.**

**Microsoft Teams meeting**

[Click here to join the meeting](#)

**Meeting ID:** 235 201 351 600    **Passcode:** g3wqsi

**Or call in (audio only)**

**Number:** +1 323-433-2148    **Conference ID:** 964 583 753#

### **Draft Agenda**

- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
  - Brock Babb, President
  - Dustin Warren, Vice President
  - Ron Corcoran, Secretary
- Introduction of Essex Association Management, L.P. Representatives
  - Sean Corcoran, Director of Operations
  - Dean McSherry, Community Association Manager
  - Victor Corcoran, Assistant Association Manager
  - Cameron Raphael, Account Manager
  - Essex Support Staff
- Financial Review
  - September 2023 Balance Sheet & Income Statement Summary
  - Approve 2024 Proposed Budget
- Old Business
- New Business
  - Adopt/Amend Policy Changes

**Essex Association Management, L.P.**  
1512 Crescent Drive, Suite 112  
Carrollton, TX 75006  
Phone: (972) 428-2030    Fax: (469) 342-8205  
[www.saddlebrookestateshoa.com](http://www.saddlebrookestateshoa.com)



○ **State Mandated Policies to be Amended/ Adopted**

- Adopt- Collections/ Payment Plan Policy
- Adopt- Enforcement Policy
- Adopt- Security Measures Policy

○ **Not Required but Highly recommended be Amended/ Adopted**

- Amend- Records Production & Copying Policy
- Adopt- Email Registration Policy
- Adopt- Generator Policy
- Adopt- Lightning Rod Policy
- Adopt- Pandemic Policy
- Adopt-Community Wide Standard Policy
- Adopt-Drones and Unmanned Aircraft Policy

- Adjourn

*Telephonic meetings of the Board are open for listening and/or viewing only. Questions can be submitted at [www.saddlebrookestateshoa.com](http://www.saddlebrookestateshoa.com), any time via the Association's website at under the "Contact Us" tab.*